

San Felipe Del Rio CISD Employee Travel Guidelines

EXPENSE CATEGORY	TRAVEL IN STATE	NOTES												
<p style="text-align: center;"><u>MEALS</u></p> <p>Partial Day Travel - District advance/ reimbursement are based on departure and return times.</p>	<p style="text-align: center;"><u>EMPLOYEE PER DIEM STANDARD \$59.00</u></p> <p style="text-align: center;">Breakfast - \$ 13.00 Lunch - \$ 15.00 Dinner - \$ 26.00 Incidentals - \$ 5.00</p> <p style="text-align: center;"><i>Per diem rates for Texas vary on city-refer to GSA guide</i></p> <p style="text-align: center;"><u>EMPLOYEE FEDERAL PER DIEM STANDARD \$36.00</u></p> <p style="text-align: center;">One day travel Breakfast - \$ 6.00 Lunch - \$ 10.00 Dinner - \$ 20.00</p> <p style="text-align: center;"><u>EMPLOYEE FEDERAL PER DIEM STANDARD \$54.00</u></p> <p style="text-align: center;">Overnight trip Breakfast - \$ 13.00 Lunch - \$ 15.00 Dinner - \$ 26.00</p> <table border="1" style="margin-left: auto; margin-right: auto; text-align: center;"> <thead> <tr> <th style="color: red;">MEALS ALLOWED</th> <th style="color: red;">DEPARTURE from Del Rio BEFORE</th> <th style="color: red;">RETURN to Del Rio AFTER</th> </tr> </thead> <tbody> <tr> <td style="color: blue;">BREAKFAST</td> <td style="color: blue;">8:00 AM</td> <td style="color: blue;">8:00 AM</td> </tr> <tr> <td style="color: green;">LUNCH</td> <td style="color: green;">12:00 PM</td> <td style="color: green;">12:00 PM</td> </tr> <tr> <td style="color: green;">DINNER</td> <td style="color: green;">6:00 PM</td> <td style="color: green;">6:00 PM</td> </tr> </tbody> </table>	MEALS ALLOWED	DEPARTURE from Del Rio BEFORE	RETURN to Del Rio AFTER	BREAKFAST	8:00 AM	8:00 AM	LUNCH	12:00 PM	12:00 PM	DINNER	6:00 PM	6:00 PM	<p>Total meal allowance may be used at traveler's discretion (spend on one meal or all can be spent on two meals, etc.)</p> <p>Sales tax must be paid on meals unless the District contracts the meals and a check is used to pay for the meals (either at time of purchase or by PO) *Sales tax will not be refunded when Federal funds are used*</p> <p>Travelers are not required to return receipts in for meals *unless using Federal Funds*</p> <p>Parking fees and internet charges are included as part of incidentals per diem rate *incidentals are not given for Federal funded trips*</p>
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<p>TRANSPORTATION - By private vehicle - By district vehicle</p>	<p>Private Vehicle Object Code 6411 – Mileage rate \$0.655 Refer to MapQuest to determine mileage for allowable advances</p> <p>Van Object Code 6411 – Mileage rate \$0.85</p>													
<p>LODGING</p>	<p>STANDARD RATE \$98.00 – ORIGINAL DETAILED HOTEL RECEIPT REQUIRED Hotel rates for Texas vary on city – refer to GSA guide When possible, double occupancy is expected (total rate \$196) District does not pay state sales tax</p>													
<p>OTHER EXPENSES - Registration fees</p> <p>OTHER NOTES</p>	<p>Registration/entry forms required with itinerary</p> <p>Federal fund TEA meal allowance is \$54.00 for overnight trips and \$36.00 for non-overnight trips, lodging is \$96.00 Any amount over these allowances must be paid from local funds (1XX)</p>													

Return travel must be completed and returned within five (5) workdays after trip